



Instructional Consultation Meeting

MINUTES

July 28, 2022

Via Microsoft TEAMS

Agenda Review: August 4, 2022
Board Meeting Date: August 11, 2022

Items Requiring Consultation: BOE REGULAR AGENDA

ATTENDEES: Dr. Shawn Bird, Chief Academic Officer; Dr. Denise Watts, Chief of Schools; Erica Graham, General Counsel; Luis Gavito, Sr. Manager, Behavioral Intervention; Glenda Calloway, Ex. Director, Counseling and Compliance; Marisol Castruita, Director, Elementary Curriculum; Candice Lewis, Director, Sp. Ed. Compliance; James Faber, HFT; Dr. Claudia Morales, HFT; Gertrude Hilty, HFT; Corina Ortiz, HFT

FACILITATOR: Jeremy Grant-Skinner, Chief Talent Officer

F-2	AUTHORITY TO RENEW PARTNERSHIPS WITH AVANCE-HOUSTON, INC.; GULF COAST COMMUNITY SERVICES ASSOCIATION; HARRIS COUNTY DEPARTMENT OF EDUCATION; AND BAKERRIPLEY FOR HEAD START PREKINDERGARTEN COLLABORATIVE PROGRAMS	ACADEMICS Dr. Shawn Bird
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Dr. Bird presented this item and explained that this is an item brought forth yearly to renew a contract to fund the head start programs.

There were no questions or concerns for this item.

F-3	APPROVAL OF THE 2022-2023 CODE OF STUDENT CONDUCT	ACADEMICS Dr. Shawn Bird
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Dr. Bird presented this item and stated that this item is brought forth yearly to approve the Code of Student Conduct. He stated that there were no major changes.

There were no questions or concerns for this item.

K-1	APPROVAL TO WAIVE BOARD POLICY BF(LOCAL), BOARD POLICIES, AND APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY DMA(LOCAL), PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT, ON FIRST READING	ACADEMICS Dr. Shawn Bird
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Dr. Bird presented this item and stated that this item is in response to legislation to show the district had a plan for professional development.

Ms. Hilty asked if this included nursing and school counselor professional development.

Dr. Bird said this is for general professional development and is agnostic to whom it is for. It states that we accept and adopt best practices for PD.

There were no further questions or concerns for this item.

HFT Items

HFT 1

Early Childhood

1. Last year, we had discussions on staff-to-student ratios in early childhood classrooms. The district said it was committed to hiring paraprofessionals to assist in the early childhood classrooms last year to bring the ratios down to 10 or 11 to 1.
 - a. **QUESTION:** What progress has been made on staffing early childhood classrooms appropriately?

RESPONSE: HISD is making continuous efforts to achieve the 11:1 ratio by SY23-24 by providing one Teacher Assistant position for every two prekindergarten classrooms for the SY22-23 school year as part of the 3-year phase in plan. The early childhood team has funded 261 TA positions for 544 campuses of as today.

DISCUSSION: Mr. Faber said he was happy to see this going on and asked if the staff to student ratios was measured by core instruction or were other teachers on the campus in that ratio.

Ms. Castruita said they focused on the pre-K classrooms and excluded classrooms with head start collaborations and ECC classrooms who already have the 11 to one ratio.

Mr. Faber thanked Ms. Castruita for the information and said he was glad they were investing in early childhood so heavily.

There were no further questions or concerns for this item.

ACADEMICS

Dr. Shawn Bird

<p>HFT 2</p>	<p>Special Education</p> <ol style="list-style-type: none"> 1. Information has come from the OSES indicating that ARD/IEP meetings will need to be held each time a child needs consent to be evaluated. There has never been a requirement to hold an ARD/IEP meeting for this in the past. <ol style="list-style-type: none"> a. QUESTION: Why has this changed? Why are we asking case managers to put in multiple hours of work to host an ARD meeting for consent which is something that the diagnostic staff did on their own in the past? <p>RESPONSE: No, we will provide clarification. This is not an expectation for case managers.</p> 2. OSES Training <ol style="list-style-type: none"> a. QUESTION: Is OSES releasing a learning/training plan for teachers in special education this year? When will it be released? How many hours will be required? How will teachers get coverage for these training sessions? <p>RESPONSE: Yes, we will release a training schedule that includes the PD days, online asynchronous sessions, and others that are planning with the curriculum department. Coverage is an ongoing challenge, but there will be limited times for missing instruction.</p> <p>DISCUSSION: Mr. Faber asked what the clarification for question one is as mentioned in the written response.</p> <p>Ms. Lewis confirmed that it was not expected for case managers to hold multiple ARD meeting to obtain consent for initial or reevaluation. It is still a function of the IAT with the evaluation specialists.</p> <p>Regarding OSES Training, Mr. Faber asked what the expectations were for the number of hours being asked to be done asynchronously and would they work together to know that teachers are not using their planning or personal time.</p> <p>Ms. Lewis said they would take this into consideration to ensure the yearly calendar plan would not pull teachers away from a lot of instructional time, however, she currently did not have the exact number of hours.</p> <p>Ms. Hilty said if a child had the other health impaired label, diagnosticians told nurses that they could accept a 3 year old evaluation. To her understanding, in the past, the diagnosticians were responsible for sending the form to the doctor and bringing the current form. She asked when this policy changed.</p> <p>Ms. Lewis said she would discuss with Ms. Mary Kinnett who is over the evaluation team because she was not aware of any change. Ms. Lewis said she would share the information.</p> <p>There were no further questions or concerns for this item.</p> 	<p>ACADEMICS Dr. Shawn Bird</p>
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1. COVID Paid Sick Leave status. Last July 20th per the Harris County Health Department, the positive percent was about 11% and this month it is around 31%. Also, per the Houston Health Dept. & Rice University wastewater monitoring dashboard, some zip codes within HISD reported 15% positivity last July and now, the rate is 39%.

a. **QUESTION:** What is the financial cost of implementing a Covid leave policy (aside from the cost of a substitute/associate teacher)?

RESPONSE: We expect any employee who is sick not to report to work, so we would not count the cost of an Associate Teacher as an additional cost of allocating extra paid leave to employees who are sick with COVID-19. There is a potential financial cost of allocating extra paid leave to employees in either (1) future use of allocated paid leave time that otherwise would be used for the period of sickness or (2) post-separation payment for unused paid leave time that otherwise would be used for the period of sickness. We have not attempted to quantify this financial cost because we have not determined COVID-related leave practices based on financial cost.

b. **QUESTION:** Based on current Covid data, does the administration recommend an extension of the covid paid sick leave? Please explain.

RESPONSE: HISD implemented extra paid leave for COVID-19 for more than a year and a half longer than federal legislation that required such extra paid leave at a time when vaccinations were not available and much less was known about COVID-19. Unlike some employers for whom this original federal legislation (which was only effective through December 2020) was particularly necessary, HISD allocated 10 days of leave time to 10-month teachers annually. Teachers in HISD have access to these 10 days of leave time on their first day of employment. Up to 5 days of leave carry over from year to year if they are unused, and there is no cap on the total number of days that can be accrued. The average HISD teacher has 9.5 days of accrued leave today, meaning they will have access to 19.5 days of leave time on the first day of the new school year. The purpose of HISD’s annual allocation of leave days is to ensure that employees can be paid during periods of illness, whether that illness is the common cold, cancer, or now COVID-19. Employees who suffer from all types of illnesses are required to utilize the paid leave days the district offers as a benefit, and this should not be different for COVID-19 than it is for cancer.

c. **ASK:** HFT requests an extension of the COVID paid sick leave to at least all employees who are vaccinated and boosted.

RESPONSE: As described above, HISD already provides 10 days of paid sick leave to employees annually (or more for employees who work more than 10 months per year). We are exploring whether, within IRS guidelines, we can extend the Supplemental Sick Leave Bank criteria to allow an employee who has COVID to receive days from the bank if they elect to participate in the Supplemental Sick Leave Bank and have exhausted their allocated leave time, and we expect to know if this can be implemented before teachers return to duty for the 2022-2023 school year. We are exploring this because we do want to ensure that employees follow district expectations and stay home when they are sick. The only employees who should have such a perverse incentive are employees who, due to prior illnesses, lack sufficient allocated leave time to cover a new period of illness.

DISCUSSION:

Mr. Grant-Skinner gave an overview of the written response.

Dr. Morales thanked Mr. Grant-Skinner for exploring options and said it was important to look at all possibilities because unfortunately some teachers and educators would be in a difficult situation not having enough time to take off.

Mr. Faber asked if the district would still ask employees who test positive for COVID to stay out for five days.

Mr. Grant-Skinner said yes, he believed that is what would be included in the updated plan.

Mr. Faber said this could cause employees to use all their accrued time in one or two illnesses and it is not like the common cold.

Mr. Grant-Skinner agreed this was different than the common cold and said leave time was allocated for a wide range of illnesses.

Mr. Faber said this was also a part of a cultural issue in the district in that many teachers felt pressured to come to work when they are sick. He said it needed to be communicated that if someone was out sick, they should not be working creating lesson plans or calling parents.

Dr. Morales agreed and she had seen this happen a few times and asked when they would get an update about using the supplement leave bank.

Mr. Grant-Skinner said they would try to have a decision before August 8, 2022 because the time to elect to participate was coming up.

Dr. Morales thanked Mr. Grant-Skinner for the information.

There were no further questions or concerns for this item.

1. Future Consultation Meetings

- a. **QUESTION:** Are future Consultation meetings going to be held in person?

RESPONSE: We are open to this year's Consultation meetings being held in person or virtually. Ms. Saldaña, on behalf of Chief Grant-Skinner, suggested that we continue to hold Consultation meetings virtually, as they have been effective virtually and it could be more efficient and accessible for all participants. However, if HFT wishes instead to transition these meetings to in-person meetings, we are happy to do so.

DISCUSSION: Dr. Morales said she would confirm with Ms. Anderson the final decision. **Note:** After the meeting, on August 2, 2022, Ms. Anderson confirmed via email that the meetings would continue virtually.

- b. **QUESTION:** Because some members of the HFT Consultation Team are not only elected officers of HFT but also classroom teachers, will HISD inform campus principals/SSOs/Area Superintendents of our team members' obligation to attend monthly Consultation meetings?

RESPONSE: Yes, an Academic Service Memo outlining this will go out the week of August 1, 2022.

2. August 15th HFT PD Day

- a. **ASK:** Because some new principals may be unaware of the event, HFT requests that HISD Administration inform campus principals of the August 15th HFT PD day for HFT stewards that will require them to be off campus.

RESPONSE: Yes, an Academic Service Memo outlining this will go out the week of August 1, 2022.

3. Teacher Vacancies

- a. **QUESTION:** How will HISD ensure that all schools all fully staffed by the first day of school for students?

RESPONSE: Campuses and district leadership are actively and aggressively working to fill teacher vacancies prior to the start of school. However, Houston ISD is not immune to the teacher shortage affecting every sector of the United States. As a district grounded in equity, we aim to ensure that children receive consistent instruction, led by teachers who are certified in the appropriate content area. To minimize the number of campus-based teacher vacancies, Houston ISD will administer the following strategies:

- **Professional Career Fairs:** Throughout the spring and summer, the district has hosted nine Professional Career Fairs for campus-based staff. Here, recruiters, school administrators, HISD Alternative Certification staff members, and others are available to assist prospective candidates find the best-fit work option, processing hiring paperwork on-the-spot. To date, these recruitment fairs have seen 1,400 attendees and resulted in hundreds of hires.
- **Robust Marketing & Advertisement:** To broaden its reach, Houston ISD is leveraging paid social media marketing, as well as expansive radio and television advertising. Opportunities to teach, participate in the district's Alternative Certification Program (ACP), and more are at the forefront, making job opportunities with the district accessible to a larger pool of qualified candidates.
- **Extended Hours for the Processing of Hired Candidates:** Houston ISD's Office of Talent typically completes the in-person processing of hired candidates (pre-hire) once per day at the Hattie Mae White ESC. To expedite hiring timelines and ensure that campus positions are filled quickly, this has increased to twice per day over the summer.
- **Associate Teachers:** In the short term, Houston ISD will offer associate teachers who hold an active teaching certification the opportunity to support classroom coverage. Accepted participants will report to their campus location one week before the first day of school. Participants will receive an additional \$100 per week from August 15 – September 16 (up to \$500), paid as a stipend after completion of the five-week commitment. This amount is \$150 per week for the five-week commitment (up to \$750) if the associate teacher is supporting a RISE school.

DISCUSSION:

Mr. Faber asked if the safety plan would be released before the teachers return on August 8th?

Mr. Grant-Skinner said he would follow up with Health and Medical Services (Candice Castillo) to verify.

<p>HFT 3b</p>	<p>General Instructional</p> <p>1. Pre-Service Training and Covid</p> <p>a. QUESTION: Will teachers have the option to attend virtually?</p> <p>RESPONSE (Talent): Professional development sessions that are offered in person require attendance in person.</p> <p>b. QUESTION: If trainings are in person, what steps will HISD take to safeguard teachers and staff?</p> <p>RESPONSE: The safeguards protocols that we have currently in place, anyone has the option to mask if they choose to do so, hand sanitizer stations, attendees are encouraged to practice hygiene etiquette and follow the recommendations that best fits the particular situation. As the district we continue to follow daily cleaning with hospital grade products.</p> <p>2. HISD Health and Medical Services Department's full safety plan for the upcoming year.</p> <p>a. QUESTION: By when will the report be published online?</p> <p>RESPONSE: We should have it in the next few weeks as we are awaiting on TEA guidelines as well. At the moment, with the exception of COVID-19 Leave and Virtual Online Learning, the protocols updated in the Spring still stand.</p> <p>DISCUSSION:</p> <p>Ms. Hilty asked that the updated plan be resent to all nurses because there would be a lot of new nurses.</p> <p>Mr. Grant-Skinner said he would convey the message to Candice Castillo, Executive Officer, about the importance of making sure the update I made as soon as possible.</p> <p>There were no further questions or concerns for this item.</p>	<p>ACADEMICS Dr. Shawn Bird</p>
<p>HFT 3c</p>	<p>Beginning of the Year Procedures Memo (HFT is submitting an example of prior year ASM)</p> <p>a. QUESTION: Will an Academic Services Memo to All Principals outlining Beginning of Year Procedures be sent this school year again?</p> <p>RESPONSE: There will be a forthcoming Academic Services Memo to All Principals outlining Beginning of Year Procedures. It is expected to go out the week of August 8.</p> <p>DISCUSSION: Ms. Hilty asked if the new procedure memo would include language that explained nurses are entitled to a 30-minute duty free lunch (district policy) and should be given an opportunity, if at all possible, to have the 30-45 minute time for documentation and during nursing in-services, the clinic could be a setting in such a way that nurses do not have to continue to shut down their virtual meeting due to students coming in.</p> <p>Mr. Grant-Skinner said he would note the request and said he understood the importance of having some guidance for nurses or direct guidance for principals on how they should manage and direct nurses.</p> <p>There were no further questions or concerns for this item.</p>	<p>SCHOOLS OFFICE Dr. Denise Watts</p>

<p>HFT 4</p>	<p>Nurses</p> <ol style="list-style-type: none"> 1. Basic Cardiac Life Support (CPR, AED) certification to nurses and American Red Cross CPR instructor and basic courses to coaches, teachers, club leaders, lifeguards, etc. <ol style="list-style-type: none"> a. QUESTION: Will HMS offer these certification courses to nurses plus other appropriate staff this school year? <p>RESPONSE: Yes, we will. Course options will be communicated in the Fall.</p>	<p>ACADEMICS Dr. Shawn Bird</p>
<p>HFT 5a</p>	<p>Paraprofessionals</p> <p>QUESTION: Are Special Ed TAs receiving stipends this year?</p> <p>RESPONSE (Talent): In the 2021-2022 school year, special education teaching assistants were among the groups of employees who received special stipends for the year. These stipends do not continue in the 2022-2023 school year.</p> <p>Expanding digital access to instructional TAs of student databases (Unique Learning System/Review 360) in order to improve daily documentation/reporting tasks.</p> <p>QUESTION: Are the digital access licenses now in place? If not, will they be in place by the first day of school?</p> <p>RESPONSE: Yes, we will request rosters for expanded digital curriculum access for TAs.</p> <p>DISCUSSION: Dr. Morales asked when TAs would get access. Mr. Grant-Skinner said he would confirm with Academics and get back to them.</p>	<p>ACADEMICS Dr. Shawn Bird</p>

<p>HFT 5b</p>	<p>1. Instructional Impact Institute on July 26-28. Hourly lecturers, associate teachers, teacher assistants, and paraprofessionals are welcome to attend but are not eligible for compensation.</p> <p>a. ASK: Because HFT believes that the service of every employee is valuable, we ask that every hourly lecturer, associate teacher, teacher assistant, and paraprofessional who chooses to attend needs to be compensated.</p> <p>RESPONSE: HISD believes that the service of every employee is valuable. At the same time, certain professional development sessions are designed specifically for certain groups of employees. These summer sessions are designed for employees in Teacher positions. Given that facilitators could accommodate some number of additional participants without significantly impacting the experience, the opportunity was offered for some other groups of employees to attend at their own discretion, similar to a student being invited to “audit a course.” Individuals who choose to attend who are not teachers were notified in advance that they would not receive compensation for participation in any of these sessions. Only employees in Teacher positions will receive payment for participation.</p> <p>DISCUSSION: Dr. Morales asked if HISD would consider paying TAs stipends for participation in future sessions.</p> <p>Mr. Grant-Skinner said he discussed this with his team and said they want to provide paid opportunities in the future for teaching assistants for sessions that would be targeted and designed for them.</p> <p>2. PROPOSAL: HFT proposes the district create career pathways by specialty (e.g. Behavior Specialist, Math Specialist, Reading Specialist) for paras and offer stipends for attending professional development sessions that lead to certification throughout the school year.</p> <p>RESPONSE: Thank you for the proposal. The district will continue to explore opportunities to provide new, paid professional development opportunities to paras that are designed specifically for paras. For example, just this summer, a cohort of paras participated in professional development offered by the Teacher Career Development team. We appreciate detailed input on the types of professional development sessions that would be most helpful.</p> <p>DISCUSSION: Dr. Morales asked what department would oversee working on this and how soon it would start.</p> <p>Mr. Grant-Skinner said he was not sure about the timeline, but he spoke about this with the Teacher Career Development Team and most likely they would be the team that would be working on this.</p> <p>Dr. Morales thanked Mr. Grant-Skinner for the information.</p>	<p>TALENT Jeremy Grant-Skinner</p>
	<p>Mr. Grant-Skinner notified the group of a forthcoming request for an additional consultation to review TASB recommended updates to many policies.</p> <p>He thanked the group and closed out the meeting at 3:16pm.</p>	
<p>Next Meeting: August 25, 2022</p>		